

▶▶▶ *The Reminder*



Inside this issue:

Job Search Websites and Resources Available	2
Waiting List Info.	2
Workplace Mishaps	3
Upcoming Events	4
Quotes of the Month	4
Article: Job Seeking When You Have A Disability	5 & 6
Contact Us	7

Welcome...

Welcome to Iowa Vocational Rehabilitation Services' edition of *The Reminder*! We hope this provides beneficial information to you while you are on our waiting list, going to school, working on your job search, going through interviews, or maintaining your current employment.

This may include information of upcoming area career fairs, places to look for job openings, services available, and current news events. Be sure to look for our newsletters.

Remember we can help with...

- Providing job leads/job search resources
- Developing resumes
- Guidance and career planning
- Application assistance
- Setting up informational interviews
- Mock interviews
- Financial assistance as it relates to your plan
- Encouragement
- Labor Market information/trends
- Interest inventories
- Career exploration

▼
"None of us is as smart as all of us."

Ken Blanchard



Do You Know?...

The 10 Top 5 Most Spoken World Languages?

1. Chinese
2. Spanish
3. English
4. Arabic
5. Hindi

Iowa Vocational
Rehabilitation
Services

Finding solutions.
Generating success.

Job Search Websites:

www.snagajob.com
www.indeed.com
www.careerbuilder.com
www.monster.com
www.allretailjobs.com
www.dice.com
www.usajobs.com
www.wsj.com (Wall Street Journal)
www.simplyhired.com
www.jobster.com
www.linkedin.com
www.oodle.com
www.alljobsearch.com
www.career-finder.com

Other Sources For Finding Jobs:

Newspaper
Store/Post Office/Laundromat
Bulletin Boards
Phone Book-find names of companies
Chamber of Commerce/Business
Directories
Friends, family, past employers,
co-workers
Volunteer employment
Associations, clubs and organizations
Specialized agencies
Job fairs
Churches
Workforce Development Center

If you are on the waiting list...

If you are on the waiting list...

There's GOOD news! New
people are coming off the waiting
list every month.



Hang in
there! Soon
it could be
you!

While you are on the waiting list...

Continue with your job search.
Inform the Counselor assigned to
you of any updates in your
contact information, job
situation, and/or your
educational plans.

Most importantly...manage your
disability to improve your
chances of becoming employed!
Need more ideas? Contact us.

WORKPLACE MISHAPS...

THE YOUNG BUSINESSMAN

A young businessman had just started his own firm. He rented a beautiful office and had it furnished with antiques. Sitting there, he saw a man come into the outer office. Wishing to appear the hot shot, the businessman picked up the phone and started to pretend he had a big deal working.

He threw huge figures around and made giant commitments. Finally he hung up and asked the visitor, "Can I help you?"

The man said, "Yeah, I've come to activate your phone lines."



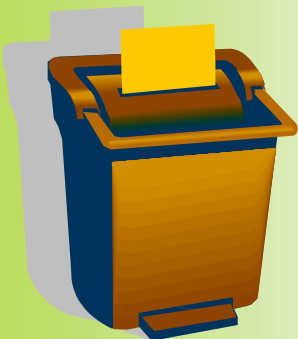
EAGER TO IMPRESS THE BOSS

A young executive was leaving the office late one evening when he found the CEO standing in front of a shredder with a piece of paper in his hand.

"Listen," said the CEO, "this is a very sensitive and important document here, and my secretary has gone for the night. Can you make this thing work?"

"Certainly," said the young executive. He turned the machine on, inserted the paper, and pressed the start button.

"Excellent, excellent!" said the CEO as his paper disappeared inside the machine. "I just need one copy."



Upcoming Events

Your fall schedule and financial aid award letter for 2011

-2012 must be turned in ASAP if you are receiving financial assistance from Iowa Vocation Rehabilitation Services. Not turning this in may result in loss of funding.

▶ ▶ ▶ Be looking for opportunities to volunteer and get involved. This will provide excellent references for you—as well as show additional experience on your resume and/or applications.

School will be starting soon...do you have everything in?

Quotes of the Month

"Anxiety does not empty tomorrow of its sorrow, but only empties today of its strength."

~ Charles Spurgeon

"Every day I get up and look through the Forbes list of the richest people in America. If I'm not there, I go to work. "

~ Robert Orben

"Many people quit looking for work when they find a job. "

~ Author Unknown



Job Seeking When You Have A Disability

By Anthony Balderrama, CareerBuilder Writer

Thirteen years ago, James Medley was running an electronics store when he was beaten during a robbery. Because he suffered permanent injuries that made standing for long periods of time difficult, Medley decided to move to a position in marketing that was less physically taxing. "In the meantime, my disabilities have made it harder to walk, stand or even sit in the same position for more than a few hours," says Medley, who today writes for ILiveWithADisability.com, an online resource for people with disabilities. "As a result, I've put on a lot of weight and I move slower. When I have my first interview over the phone, the interviewer typically sounds relatively positive. But when I meet them in person I can feel a difference in their demeanor." Medley says that with his 40 years of sales and marketing experience, he thinks hiring managers see a worker with a disability who isn't as young as other job seekers.

"I know there are regulations against these types of discrimination, just like there are regulations against physical assault," Medley says. "At least when you've been assaulted you have cuts and bruises to prove that it happened. Discrimination is a lot harder to prove."

Although Medley says he often feels alone in his experience, he isn't. According to the Bureau of Labor Statistics, the U.S. has 26.5 million workers age 16 and over who have disabilities. While these job seekers and workers are no small portion of the workforce, their unique job-search experiences are often overlooked.

The biggest obstacles

All job seekers are tasked with proving their skills and talent to employers, but job seekers with disabilities have to work harder to win over the employer.

"Probably the No. 1 misconception employers have about hiring people with disabilities is that the job candidate will be incompetent," says Sarah Laugtug, executive editor for ILiveWithADisability.com. "This is a common concern employers have in hiring any employee, but seems more common in interviewing individuals with physical disabilities."

Although the Americans with Disabilities Act legally protects job seekers from being discriminated against for real or perceived disabilities, that doesn't mean it doesn't happen. According to Laugtug, job seekers sometimes divulge too much personal information and hinder their own job searches without even realizing.

"Including disability-related information on a job application or résumé, talking about [a] disability or health complications in interviews, and inadequately explaining reasons for absenteeism can be detrimental to the hiring of the employee, raising red flags for employers," Laugtug says.

That's not to say workers should be afraid to discuss their disability openly. Laugtug points out that many job seekers, like Medley, do notice a marked shift in an employer's behavior when they are surprised to see an applicant with a disability. Signaling the employer beforehand can make the experience less uncomfortable for the job seeker and less surprising for the employer.

"Some people have used humor. [A] person with a sight impairment might state that they are a hit with people at work because they all want to interact with the dog. A different approach might be stating, 'I want to ensure no one is allergic to dogs, because I will be arriving with a guidance dog.'" Laugtug suggests. "This is a great approach, because it helps prepare the employer and the meeting will run more smoothly."

Continued on page 6...

Continued from page 5...

In other situations, the conversation could come even earlier.

"Job applicants need to make sure their needs are met so they present the best to the employer and land the job," Laugtug reminds job seekers. If you need a sign language interpreter or a paper application rather than an online, timed one, let the human-resources department know.

For workers with disabilities that aren't readily visible to employers, the conversation might take place later in the process. Laugtug says that a worker with diabetes might need to alert the employer that he needs frequent breaks rather than taking unapproved breaks in the middle of a meeting or training session.

Proving your worth

If employers are concerned that job seekers with disabilities won't be able to perform their job duties, two things need to happen. First, employers need to overcome their own preconceived notions and any assumptions they have about workers with disabilities.

Employers simply need some education, says Denise Majka, vice president of day services for Lifespire, a charity that helps individuals with developmental disabilities participate in their community and gain independence.

"Employers need to be educated on not only the disability, but need to develop a true understanding of the nature of working with an individual with a disability," Majka explains. "The individual's best course of action is to enlist assistance from a job-placement or supported-employment program who can assist them navigate the world of work."

In addition to helping you find employers, you might use an agency such as Lifespire to provide an employer with the educational resources it lacks.

"The staff does spend time explaining that the individual may need additional training in order to learn the job duties. This training is handled by trained staff from the agency. Agency staff is pretty successful in convincing the employer to give the individual an opportunity," Majka says.

But the other, perhaps more important change that needs to be made is with the job seeker.

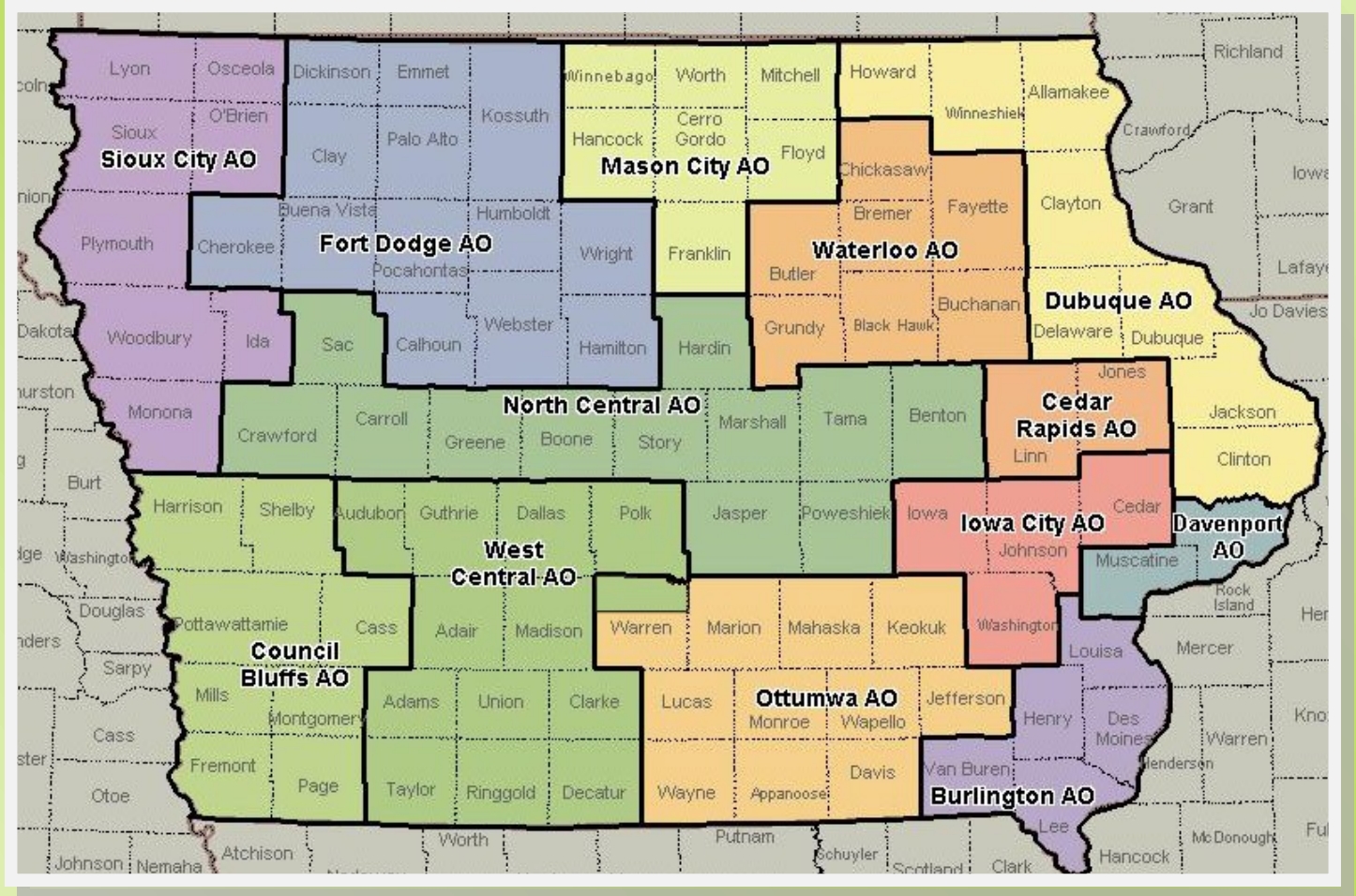
"People with disabilities hear societal messages telling them they aren't good enough, they will always be dependent, and won't succeed in careers because of their disabilities," Laugtug says. "Self-esteem is a vital piece of marketing oneself to an employer in résumés, applications, interviews and on the job. By becoming more confident, job seekers can feel comfortable applying for jobs in which they have the skills and passion."

Obviously, the ultimate goal is to have a workplace where employers don't have hesitations just because of a disability. The evolution is happening, and the workplace is more accommodating today than it was in previous generations, but it's far from perfect. Employers dismiss applicants for many reasons, ranging from typos to wrinkled clothes to self-doubt. If you act like you know you can do the job, then you'll pre-emptively strike down any doubts an employer has.

Laugtug boils the job search down to a simple formula: "Successful employment for people with disabilities occurs through planning, preparation, confidence, self-awareness and sharing their strengths with employers."

Want to contact us?

[Click here for a full listing of our Area Offices and Contact Information](#)



Iowa
**Vocational
Rehabilitation
Services**

Finding solutions. Generating success.

We're on the web!

www.ivrs.iowa.gov

Created by the Fort Dodge Area Office.